



NORTH CAROLINA STUDENT INFORMATION SYSTEM

**Community College Adult High School
Program
CCAHS - User Guide**

Last Updated: 11/20/2017

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Introduction

This document details the coding of students leaving high school to attend a Community College Adult High School Program (**CCAHS**) pursuant to SBE policy DROP-000. The complete policy can be viewed here: <https://stateboard.ncpublicschools.gov/>

The policy indicates that students who leave high school to attend an approved North Carolina **CCAHS** program shall be coded with the **W2T** leaver code. This code indicates their intent to complete high school in the adult setting.

Documentation that students are enrolled in the **CCAHS** must be provided to the traditional school (home school). This documentation must be updated on an ongoing basis (quarter or semester, as determined by the LEA and **CCAHS**) to ensure that the student maintains continual enrollment in the **CCAHS**.

These students shall not be counted as dropouts until they fail to complete or return to the **CCAHS**. Students who complete the **CCAHS** shall be counted as graduates for the traditional school.

Important: The W2T Exit Code cannot be used before School Year 2015-2016.

Important: Students have one calendar year from leaving school to verify enrollment in a CCAHS program.

This user guide details five (5) different scenarios of when and how to identify students attending a CCAHS program

Section A – Students who leave during the current school year

- Currently enrolled students with verified enrollment in a CCAHS program
- Students previously withdrawn in the current school year who later are verified as enrolled in an adult high school program

Section B – Students who left during the previous school year

Section C – Students who fail to complete the CCAHS program by JUNE 30th of their 5-year cohort graduation year

Section D – Students with no documentation of continuous program enrollment

Section E – Students graduating from a CCAHS program

For more information, there is a frequently asked questions word document at:

<http://www.ncpublicschools.org/docs/dropout/adult-high-school/w2t-faq.pdf>

Important: Only students who are verified in an Adult High School Program receive the **W2T** exit code. All other students receive the exit code appropriate for their exit reason as defined in the SASA (*Student Attendance and Student Accounting Manual*).

Section A – Students who leave during the current school year

CURRENTLY ENROLLED STUDENTS WITH VERIFIED ENROLLMENT IN A CCAHS PROGRAM

You will transfer the student out of school and edit the enrollment record to reflect the CCAHS dropout reason and check the verified dropout box.

1. Search for and open student to be withdrawn
2. Withdraw student from school following the Transfer Out of School section of the *Transferring Out of School* QRD:
http://www.nc-sis.org/Documents/admit_withdraw/PS_QRD_Transfer_Out.pdf
3. Set **Exit Code = W2T**
4. Click **Submit**
5. Click **Confirm Submit**

Transfer Student Out

Who will be transferred out

Transfer comment

Going to _____ Community College for Adult High School Verification received 12/8/2015 for this semester

Date of transfer (should be the day after the student's last day in class) 12/8/2015

Exit code W2T (Comm Coll Adult High School (CCAHS))

☐ Check here if student(s) intend to enroll in school during next school year.*

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

Submit

6. Navigate to **Transfer Info** page
7. Click to open the **W2T** enrollment record
 - a. Select **Comm Coll Adult High School (CCAHS)** from the **Dropout Reason** dropdown list
 - b. Check box for **Verified Dropout**
8. Click **Submit** Changes have been recorded message appears.

those operations.

Extended Data

Admission Status MST1

Dropout Data

Dropout Reason Comm Coll Adult High School (CCAHS)

Verified Dropout ☒

Submit

STUDENTS PREVIOUSLY WITHDRAWN IN THE CURRENT SCHOOL YEAR WHO LATER ARE VERIFIED AS ENROLLED IN A CCAHS PROGRAM

You will edit the enrollment record to reflect the CCAHS program and check the verified dropout box.

1. Search for and open withdrawn student (using "/" as a prefix in the search box to include inactive students in the search)
2. Navigate to **Transfer Info** page
3. Click to open the **W2** enrollment record
 - a. Change the **Exit Code** from W2 to **W2T**
 - b. Enter Comment if desired
 - c. Select **Comm Coll Adult High School (CCAHS)** from the **Dropout Reason** dropdown list.
 - d. Check the box **Verified Dropout**
 - e. Click **Submit**

Edit Current Enrollment

HS5 Transferred Out

Entry Date	08/29/2016
Entry Code	E1 (E1 Init enroll - this year)
Entry Comment (entry & exit)	Retained
Exit Date	01/02/2017
Exit Code	W2 (W2 Early Leaver Withdrawal)
Exit Comment	moving w/ dad

Full-Time Equivalency: Full Time
 Grade Level: 9
 Track:
 LEA of Residence: Iredell-Statesville (490)

Note: This screen may not be used to transfer a student in or out of school. Cf those operations.

Extended Data	
Admission Status	MST1
Dropout Data	
Dropout Reason	
Verified Dropout	<input type="checkbox"/>

Submit

W2T

verified enrollment in CCAHS program

- Academic Problems (ACAD)
- Attendance (ATTD)
- Choice of work over school (WORK)
- Comm Coll Adult High School (CCAHS)
- Community College (COMM)
- Discipline Problem (DISC)
- Employment Necessary (EMPL)
- Expectations of others (EXPC)
- Expulsion (Permanent) (EXPL)
- Failure to return after long term suspen

Section B – Students who left during the previous school year

These students need to be re-enrolled, and transferred out with the W2T exit code, including the dropout reason of CCAHS and Verified Dropout box. Re-enroll date and transfer out date must be the same (essentially becoming a no-show record).

1. Search for and open the withdrawn student (using "/" as a prefix in the search box to include inactive students in the search)
2. Re-enroll the student into the school

Navigation: **Functions > Re-enroll in School**

- a. Remember the date of re-enrollment!
- b. **Entry code = E1** (E1 Init enroll-this year)
- c. Enter a comment if desired
- d. Select **Full-time Equivalency**
- e. **Restore class enrollments? = NO** ****** very important ******
- f. Click **Submit**

Re-Enroll Student ⚠

HS5

Transferred Out

Student to re-enroll	
Date of re-enrollment	10/12/2016
Entry code	E1 (E1 Init enroll - this year) ▼
Entry comment	<input type="text"/>
Full-Time Equivalency	Full Time ▼
Grade Level	9 ▼
Track	▼
LEA of Residence	Iredell-Statesville (NC) ▼
Restore class enrollments?	No ▼

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Submit

An alert message is displayed

PowerSchool

Alert:

has been re-enrolled.

[Back](#)

3. Transfer Student out of School

Navigation: Functions > Transfer out of School

- a. Set **Date of Transfer = SAME DATE AS RE-ENROLLDATE !**
- b. Set **ExitCode = W2T**
- c. Click **Submit**

Transfer Student Out

Who will be transferred out

Transfer comment

Going to _____ Community College for Adult High School Verification received _____ this semester

Date of transfer (should be the day after the student's last day in class) 10/12/2016 (MM/DD/YYYY) *

Exit code W2T (Comm Coll Adult High School (CCAHS))

☐ Check here if student(s) intend to enroll in school during next school year.*

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

Submit

4. Navigate to **Transfer Info** page
5. Open the re-enrollment record created in step 2 above
 - a. Scroll down to Dropout Data panel
 - i. Select **Comm Coll Adult High School (CCAHS)** from dropdown list
 - ii. Check box for **Verified Dropout**
 - b. Click **Submit**

HS5 Transferred Out

Entry Date 10/12/2016

Entry Code E1 (E1 Init enroll - this year)

Entry Comment (entry & exit)

Exit Date 10/12/2016

Exit Code W2T (Comm Coll Adult High School (CCAHS))

Exit Comment

Full-Time Equivalency Full Time

Grade Level 11

Track

LEA of Residence Iredell-Statesville (490) *

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Extended Data

Admission Status MST1

Dropout Data

Dropout Reason Comm Coll Adult High School (CCAHS)

Verified Dropout ☒

Submit

Section C – Students who fail to complete CCAHS program by June 30 of their 5-year cohort graduation year

These students will need to go back to a W2 status. You will need to re-enroll the student with either an E1 or an R6. Transfer the student out using W2 exit code, including a valid dropout reason and verified dropout box as needed. Re-enroll date and transfer out date must be the same (essentially becoming a no-show record).

Note: The five year cohort graduation year is the “**9th Grade Entry Date**” plus 5 years

1. Search for and open the withdrawn student (using “/” as a prefix in the search box to include inactive students in the search)
2. Re-enroll the student into the school

Navigation: Functions > Re-enroll in School

- a. Remember the date of re-enrollment!
- b. **Entry code =**
 - i. **R6** if re-enrollment is in the same school year **OR**
 - ii. **E1** (E1 Init enroll-this year) if re-enrollment is in a new school year
- c. Enter a comment if desired
- d. Select **Full-time Equivalency**
- e. **Restore class enrollments? = NO** **** very important ****
- f. Click **Submit**

Re-Enroll Student

HS5

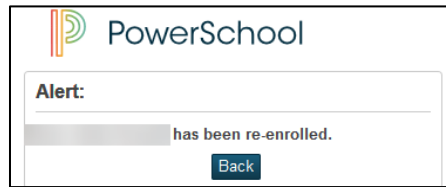
Transferred Out

Student to re-enroll	R6 (R6 Re-Enroll - previous W2)
Date of re-enrollment	11/6/2017
Entry code	E1 (E1 Init enroll - this year)
Entry comment	Student did not complete CCAHS program by June 30 of their 5-year cohort graduation year.
Full-Time Equivalency	Full Time
Grade Level	11
Track	
LEA of Residence	Iredell-Statesville
Restore class enrollments?	No

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Submit

An alert message is displayed



PowerSchool

Alert:

[Redacted] has been re-enrolled.

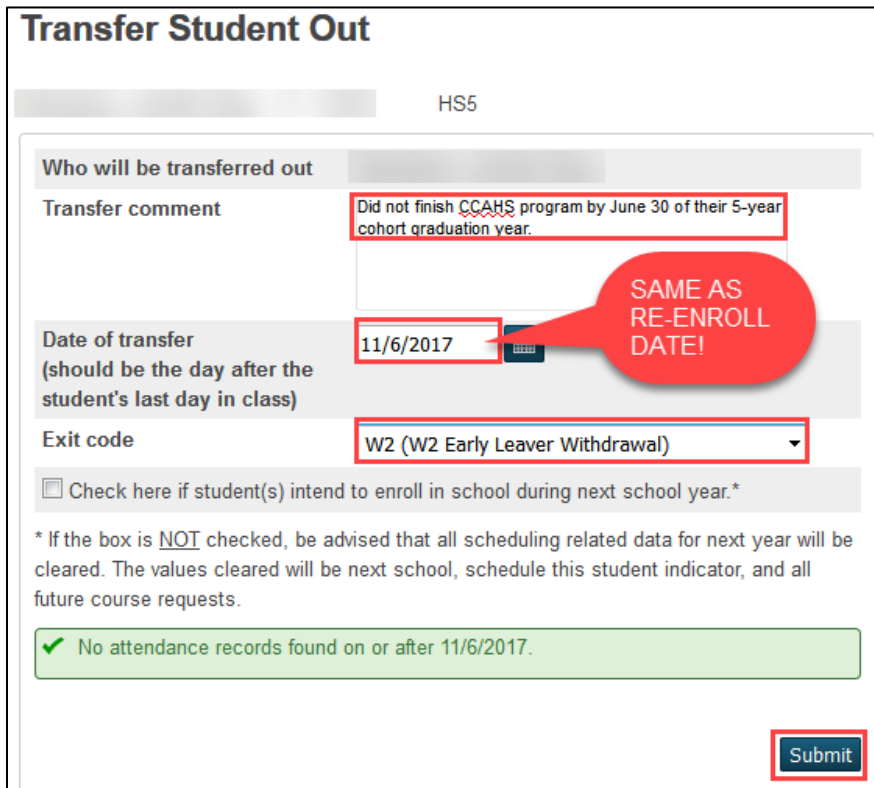
Back

3. Transfer Student out of School

Navigation: Functions > Transfer out of School

- Set **Date of Transfer** = **SAME DATE AS RE-ENROLLDATE!**
- Set **ExitCode** = **W2**
- Click **Submit**
- Click **Confirm Submit**

Confirm Submit



Transfer Student Out

HS5

Who will be transferred out [Redacted]

Transfer comment: Did not finish CCAHS program by June 30 of their 5-year cohort graduation year.

Date of transfer (should be the day after the student's last day in class): 11/6/2017

Exit code: W2 (W2 Early Leaver Withdrawal)

☐ Check here if student(s) intend to enroll in school during next school year.*

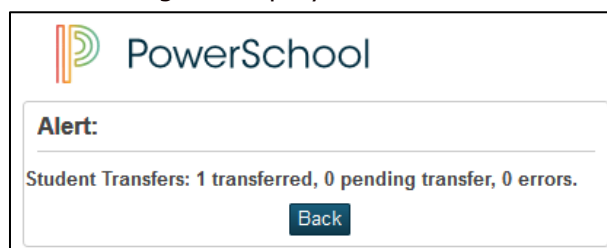
* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

✓ No attendance records found on or after 11/6/2017.

Submit

Annotation: SAME AS RE-ENROLL DATE!

An Alert Message is displayed



PowerSchool

Alert:

Student Transfers: 1 transferred, 0 pending transfer, 0 errors.

Back

4. Navigate to **Transfer Info** page
5. Open the re-enrollment record created in step 2 above
 - a. Scroll down to Dropout Data panel
 - i. Select appropriate **Dropout Reason** from dropdown list (the reason the student did not finish the program)
 - ii. Check box for **Verified Dropout**
 - b. Click **Submit**

HS5 Transferred Out

Entry Date

11/06/2017

Entry Code

R6 (R6 Re-Enroll - previous W2)

Entry Comment
(entry & exit)

Student did not complete CCAHS program by June 30 of their 5-year cohort graduation year.

Exit Date

11/06/2017

Exit Code

W2 (W2 Early Leaver Withdrawal)

Exit Comment

Did not finish CCAHS program by June 30 of their 5-year cohort graduation year.

Full-Time Equivalency

Full Time

Grade Level

11

Track

LEA of Residence

Iredell-Statesville (490)

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Extended Data

Admission Status

MST1

Dropout Data

Dropout Reason

Lack of student engagement (ENGA)

Verified Dropout

☒

Submit

Section D– Students with no documentation of continuous program enrollment

These students will need to go back to a W2 status. You will need to re-enroll the student with either an E1 or an R6. Transfer the student out using W2 exit code, including a valid dropout reason and verified dropout box as needed. Re-enroll date and transfer out date must be the same (essentially becoming a no-show record).

Important: Written documentation **MUST** be provided to the high school verifying the student is still enrolled and attending the CCAHS program **each quarter or semester**.

1. Search for and open the withdrawn student (using "/" as a prefix in the search box to include inactive students in the search)
2. Re-enroll the student into the school

Navigation: Functions > Re-enroll in School

- a. Set **Date of re-enrollment** = the date the student failed to have the continuous enrollment (date they failed to return to the CCAHS program)
- b. **Entry code** =
 - i. **R6** if re-enrollment is in the same school year **OR**
 - ii. **E1** (E1 Init enroll-this year) if re-enrollment is in a new school year
- c. Enter a comment if desired
- d. Select **Full-time Equivalency**
- e. **Restore class enrollments?** = **NO** **** very important ****
- f. Click **Submit**

Re-Enroll Student

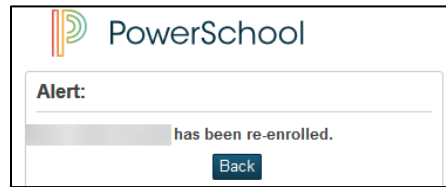
HS5 Transferred Out

Student to re-enroll	R6 (R6 Re-Enroll - previous W2)
Date of re-enrollment	11/1/2017
Entry code	E1 (E1 Init enroll - this year) OR R6 (R6 Re-Enroll - previous W2)
Entry comment	student failed continuous enrollment in the CCAHS program.
Full-Time Equivalency	Full Time
Grade Level	11
Track	
LEA of Residence	Iredell-Statesville
Restore class enrollments?	No very important

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Submit

An alert message is displayed



PowerSchool

Alert:

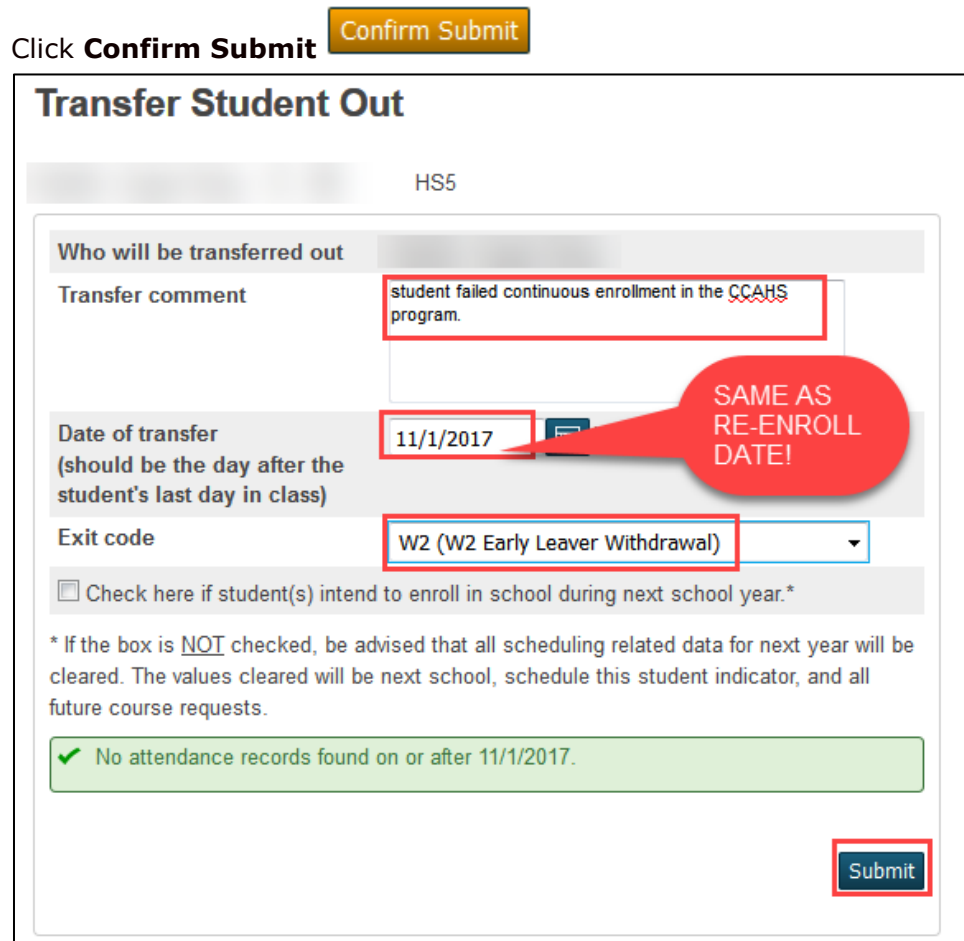
[redacted] has been re-enrolled.

Back

3. Transfer Student out of School

Navigation: Functions > Transfer out of School

- a. Set **Date of Transfer** = **SAME DATE AS RE-ENROLLDATE!**
- b. Set **ExitCode** = **W2**
- c. Click **Submit**
- d. Click **Confirm Submit**



Transfer Student Out

[redacted] HS5

Who will be transferred out [redacted]

Transfer comment student failed continuous enrollment in the CCAHS program.

Date of transfer (should be the day after the student's last day in class) 11/1/2017

Exit code W2 (W2 Early Leaver Withdrawal)

☐ Check here if student(s) intend to enroll in school during next school year.*

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

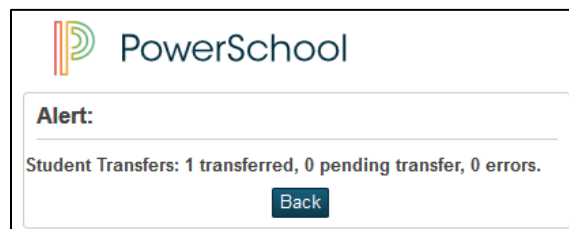
✓ No attendance records found on or after 11/1/2017.

Submit

Annotations:

- Red box around "11/1/2017" with callout: "SAME AS RE-ENROLL DATE!"
- Red box around "W2 (W2 Early Leaver Withdrawal)"
- Red box around "Submit" button

An Alert Message is displayed



PowerSchool

Alert:

Student Transfers: 1 transferred, 0 pending transfer, 0 errors.

Back

4. Navigate to **Transfer Info** page
5. Open the re-enrollment record created in step 2 above
 - a. Scroll down to Dropout Data panel
 - i. Select appropriate **Dropout Reason** from dropdown list (the reason the student did not have continuous enrollment in the program)
 - ii. Check box for **Verified Dropout**
 - b. Click **Submit**

HS5

Transferred Out

Entry Date

11/01/2017

Entry Code

E1 (E1 Init enroll - this year)

Entry Comment
(entry & exit)

student failed continuous enrollment in the CCAHS program.

Exit Date

11/01/2017

Exit Code

W2 (W2 Early Leaver Withdrawal)

Exit Comment

student failed continuous enrollment in the CCAHS program.

Full-Time Equivalency

Full Time

Grade Level

12

Track

LEA of Residence

Iredell-Statesville (490)

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Extended Data

Admission Status

MST1

Dropout Data

Dropout Reason

Health Problems (HEAL)

Verified Dropout

☒

Submit

PowerSchool 10.1.4 – 11/20/2017

Doc # 2000 –Revision 1.0

NCDPI

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Section E– Students graduating from a CCAHS program

These students will get their W2T status changed to a W6! The enrollment record will have the date the student completed the CCAHS program and the exit date will be one day later. Thus, the Admission Status must be VST1. The W6 and the exit date will determine if the student is reported as a mid-year graduate or an end-of-year graduate on the GDV collection.

1. Search for and open the withdrawn W2T student (using "/" as a prefix in the search box to include inactive students in the search)
2. Re-enroll the student into the school

Navigation: Functions > Re-enroll in School

- a. Set **Date of re-enrollment** = date the student completed the CCAHS program
- b. **Entry code** =
 - i. **R6** if re-enrollment is in the same school year **OR**
 - ii. **E1** (E1 Init enroll-this year) if re-enrollment is in a new school year
- c. Enter a comment if desired
- d. Select **Full-time Equivalency**
- e. **Restore class enrollments?** = **NO** **** very important ****
- f. Click **Submit**

Re-Enroll Student

HS5

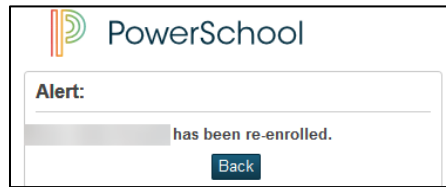
Transferred Out

Student to re-enroll	R6 (R6 Re-Enroll - previous W2)	
Date of re-enrollment	11/1/2017	OR
Entry code	E1 (E1 Init enroll - this year)	
Entry comment	Completed CCAHS program!	
Full-Time Equivalency	Full Time	
Grade Level	11	
Track		
LEA of Residence		
Restore class enrollments?	No	

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Submit

An alert message is displayed



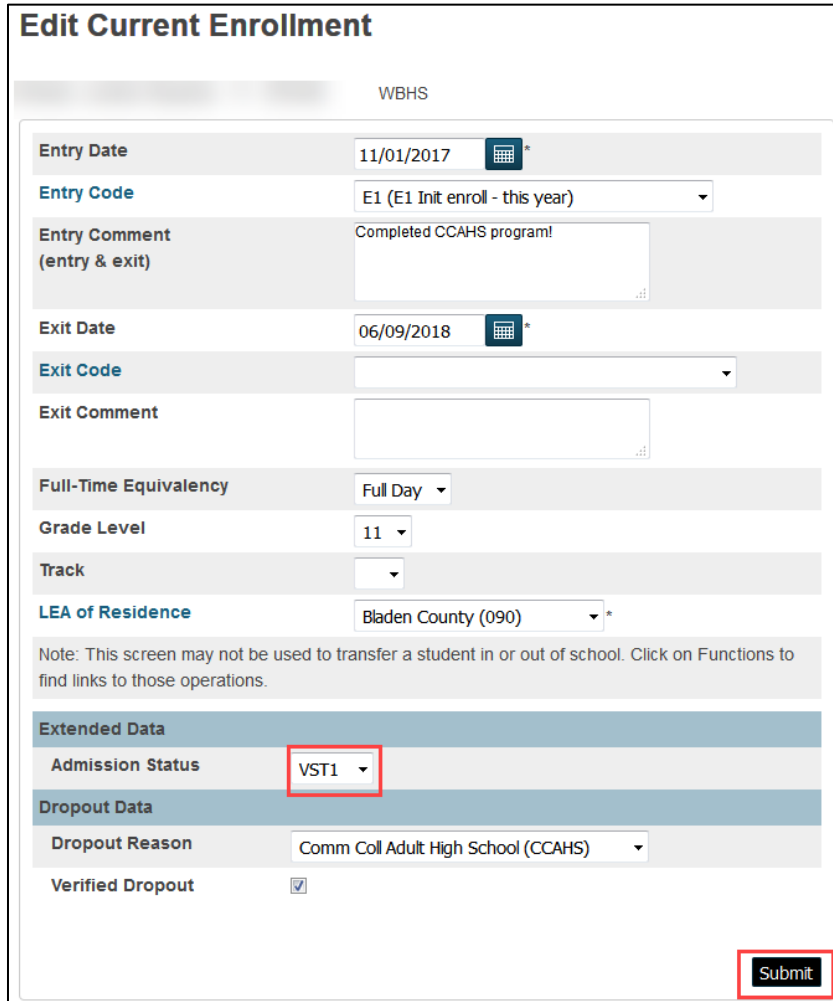
PowerSchool

Alert:

[Redacted] has been re-enrolled.

Back

3. Open the re-enrollment record created in step 2 above
 - a. Set **Admission Status = VST1**



Edit Current Enrollment

WBHS

Entry Date: 11/01/2017

Entry Code: E1 (E1 Init enroll - this year)

Entry Comment (entry & exit): Completed CCAHS program!

Exit Date: 06/09/2018

Exit Code:

Exit Comment:

Full-Time Equivalency: Full Day

Grade Level: 11

Track:

LEA of Residence: Bladen County (090)

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Extended Data

Admission Status: VST1

Dropout Data

Dropout Reason: Comm Coll Adult High School (CCAHS)

Verified Dropout: ☒

Submit

4. Transfer Student out of School

Navigation: Functions > Transfer out of School


- a. Set **Date of Transfer = DAY AFTER THE RE-ENROLLDATE!**
- b. Set **ExitCode = W6**
- c. Click **Submit**
- d. Click **Confirm Submit**

Transfer Student Out

WBHS

Who will be transferred out

Transfer comment Finished CCAHS program!

Date of transfer 11/2/2017 

(should be the day after the student's last day in class)

Exit code W6 (W6 High School Graduate)

☐ Check here if student(s) intend to enroll in school during next school year.*


* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

✓ No attendance records found on or after 11/2/2017.

Submit

Day AFTER re-enroll date

An Alert Message is displayed

 PowerSchool

Alert:

Student Transfers: 1 transferred, 0 pending transfer, 0 errors.

Back

5. Edit students' academics page (as you would for any other graduating student)

Navigation: NC Information > Academics

Ensure the following fields are complete as required for graduated students:

- Grade 9 Entry Date**
 - Bound for** (used for GDV reporting)
 - Diploma Granted Date** – set as the date for E-Transcripts to go out
 - Diploma Issued Date** – set as graduation date (for GDV)
 - Diploma Type** – Select **Future Ready Core** (all spelled out) from the dropdown list.
 - Any other field required for this particular graduated student.
6. Click **Submit**

Student Academics

WBHS Transferred Out

▼ Basic Data

Label	Data
Grade 9 Entry Date	07/06/2015
Counselor	<input type="text"/>
Case Manager	<input type="text"/>
Mentor Advisor	<input type="text"/>
Service Learning Hours	<input type="text"/>
Projected Grad Year	2019
Bound For	<input type="text"/>
College Bound	<input type="text"/>
Home Language Survey	Yes <input type="text"/>
Home Language Survey Date	04/22/2008
Pregnant or Parenting Teen	<input type="text"/>

▼ FRC Plan Data

Label	Data
Diploma Granted Date	MM/DD/YYYY
Diploma Issued	MM/DD/YYYY
Diploma Type	Future Ready Core <input type="text"/>
Diploma Override	<input type="text"/>
Plan of Intent	Hold CTRL to select multiple Future Ready Core UNC System Admission Community College/Other College General Admission

Date when E-Transcripts go out

Graduation Date (GDV)

Submit

7. Edit students' **Scheduling Setup** page to set the student up to be moved to Graduated School during EOY

Navigation: Scheduling > Scheduling Setup

- a. **Next Year Grade** – Enter 99
- b. **Priority** – Enter 0
- c. **Schedule This Student** – uncheck

- d. **Year of Graduation** – set to appropriate year of graduation for this student
- e. **Next School Indicator** – Select '**Graduated Students**' from the dropdown list
- f. Click **Submit**

Scheduling Setup

Required Settings

Next Year Grade	<input type="text" value="99"/>
Priority	<input type="text" value="0"/>
Schedule This Student	<input type="checkbox"/>
Year of Graduation	<input type="text" value="2019"/>
Summer School Indicator	<input type="text" value="None"/>
Note for Summer School Admin	<div><div></div><div>80 characters left</div></div>
Next School Indicator	<input type="text" value="Graduated Students"/>

Optional Settings

Next Year Campus/Building	<input type="text"/>	<input type="button" value="Associate"/>
Next Year House	<input type="text"/>	<input type="button" value="Associate"/>
Next Year Team	<input type="text"/>	